



COVID Protocols for In-Person Instruction for the Fall, 2020

Board Approved: 8/4/20

The urgency of safety precautions in light of COVID-19 is understood by the leadership of Spark Academy as it is by all schools in our state and country. The following protocols will be in place in our school to protect our community. These requirements certainly affect some aspects of our daily school life. Through our combined effort; however, we will be able to optimize not only our methods of instruction, but our sense of community and commitment toward making our students' experience the very best possible. While the tone of these protocols may, at times, seem stern, they exist for our safety. It is my hope that everyone will embrace them and help us improve them through ongoing feedback from everyone in the Spark community. Let's work together and emerge stronger as a result of our determination and strength.

All Spark Academy COVID safety protocols will be in conjunction with the guidelines of the State of New Hampshire and with those established by Manchester Community College (MCC) as we are the guest of MCC. Those protocols may change in the course of the school year for a variety of reasons. Spark Academy will amend its COVID protocols to agree with those of the State of NH, data from our community, and the College as needed. It is impossible at this time to delineate the exact conditions which may affect this plan; however, data will constantly be sought so as to best inform any decisions to amend our plan,

These practices will become policy and will be included in the Parent/Student Handbook. Faculty, staff, students, parents, and visitors will be required to follow all Spark Academy COVID safety protocols in order to be physically present in the school. For everyone's safety, these protocols must be followed completely for any individual's physical presence in our school and on the MCC campus. Remote learning will be available to any students who are physically absent from Spark.

Students will attend Spark in-person on alternating days. **Final weekly schedule details are in the process of being finalized. Our current plan is as follows:**

First year students will be able to attend classes in-person two days per week with second year students able to attend in-person on alternate days. Wednesdays will be remote days for all students and will feature extra help sessions and virtual exploration activities.

Weekly Schedule:

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
<i>Students In-Person:</i>	<i>Year 1</i>	<i>Year 2</i>	<i>All Remote</i>	<i>Year 1</i>	<i>Year 2</i>

All classes will be live-streamed in real-time and students will attend their remote classes at specific times as they would in-person. Remote participation will be possible through Zoom or the equivalent. Any student may access remote learning as an alternative to attending in-person, either due to COVID concerns or self-quarantine. Students absent from school due to non-COVID illness may access classes remotely if they are well enough to do so.

Per MCC Covid policy, all individuals entering the facility must wear face masks. A student with an inability to wear a face mask will need to move to remote learning. We will always work to accommodate our student's needs to our greatest ability through the very real limitations regarding pandemic conditions.

The daily class schedule will be adjusted to allow for these practices. The school start time of 8:00 am and end time of 3:00 pm, however, will remain in place so as to allow families a stable transportation schedule.

I. Transportation:

- A. We know that transportation is a logistical challenge for our public school districts. Manchester residents may access MTA transportation through the Manchester School District. However, we recommend Spark families attempt to provide transportation either for their individual student or by carpool. Please contact our operations manager, Mrs. Larochelle, for more information on transportation.

II. All staff and faculty will be tested:

- A. prior to the start of the school year

- B. periodically as possible

III. CDC and DHHS sourced training on safety protocols will be provided:

A. To Staff and Faculty:

1. prior to the start of the school year
2. periodically throughout the school year

B. To Students:

1. through communication to families prior to the start of the school year
2. directly (in-person and/or remotely) to students at the start of the school year
3. periodically throughout the year (in-person and/or remotely)
4. through policies and procedures included in the Parent/Student Handbook

C. To Parents:

- a) through information sent to families prior to the start of the school year via email
- b) with policies and procedures included in the Parent/Student Handbook
- c) through weekly family newsletter communication
- d) with announcements as needed regarding suspected/diagnosed COVID infection through the school's family emergency notification system and email with necessary respect for individual privacy

D. Communication of any possible COVID cases (respecting individual privacy where appropriate) will be communicated to:

1. Spark families
2. DHHS
3. Manchester Health Department
4. Manchester Community College

IV. Daily operations procedures regarding COVID safety protocols - always in conjunction with the protocols established by MCC and State guidance:

- A. All Spark students, faculty, and staff will enter and exit the building through the traditional Spark entrance located on the North side of the main building.
- B. Spark students, faculty, and staff will be screened upon entering the building. Screening will involve the completion of a questionnaire in accordance with MCC policy and temperature readings. After screening and daily acceptance

into the building, students will go directly to their homerooms. They will not go to their lockers before homeroom.

1. Pre-screening Procedure:

- a) Students, faculty and staff must be screened daily at the school entrance prior to the start of each day. Screening will include temperature readings. The screening information collected shall be used only for the purpose of maintaining healthy school operations and shall be maintained as confidential. Each individual shall provide the following:
- b) Temperature reading.
- c) The temperatures of individuals will be screened at the entrance by an appropriately protected employee (mask, safety glasses and gloves).
- d) An attestation that they have reviewed and answered each of the following questions:
 - (1) Have you been in close contact with a confirmed case of COVID-19?
 - (2) Have you had a fever or felt feverish in the last 72 hours?
 - (3) Are you experiencing any respiratory symptoms including a running nose, sore throat, cough, or shortness of breath?
 - (4) Are you experiencing any new muscle aches or chills?
 - (5) Have you experienced any new change in your sense of taste or smell?
- e) Any person who answers "yes" to any of the questions (except in the circumstance of the affirmative answer being affiliated with a known, non-contagious, condition, such as a runny nose due to allergies) or has a temperature that exceeds 100.4 degrees Fahrenheit shall be required to leave the premises and be re-evaluated in no less than 24 hours.

C. Visitors:

- 1. Parents entering the building will be required to undergo the same screening indicated for Spark personnel and students.
- 2. Parents will be required to wear masks in the building and will be instructed as to the appropriate area in which to wait for their student.
- 3. Other visitors will be very few and will be required to follow all COVID safety protocols (screening, masks, etc.)

V. Daily Procedures:

- A. All Spark personnel and students will wear masks throughout the day and in all areas within the school. Masks may be the surgical disposable kind which is changed daily and or cloth which is cleaned at home on a daily basis. Students will be instructed on when and how they may remove their masks. Students will remain in their homeroom/classroom for their lunch period. Replacement disposable masks will be provided by the school in the event that a student's mask has been compromised. "Mask breaks" will be allowed each day, the schedule of which will be determined with input from the students. It is possible that mask breaks will take place only when we are able to leave the building in good weather.
- B. Students must follow all COVID safety protocols throughout the day.
- C. All Spark classes, including technology classes, will be conducted on the upper floor of the building.
- D. Students will remain in the same classroom throughout the day. Teachers will change classrooms.
- E. Restroom use will follow the following procedures:
 - 1. use of the single-person restroom on the upper floor only
 - 2. student request of restroom use from the classroom teacher
 - 3. use of the one restroom disposable pass for all - to be requested at the front desk
 - 4. students may request restroom use at any time during the school day
 - 5. Emergency restroom situations will be addressed with the highest level of priority for both the safety of students and respect for individual needs.
- F. Students may leave the classroom for their lockers after receiving permission from their classroom teacher. Students will re-enter the classroom in a manner that best maintains safety protocols as established by the director and teacher.
- G. No materials of any kind are to be shared. Students must be certain to bring all needed materials with them to school.
- H. Each student will use the same laptop throughout the day.
- I. Students must be certain to bring their own food and water with them each day. MCC water fountains will not be in operation.

J. Use of microwave ovens will not be possible.

K. Lunch will be eaten in the classroom. At this time, masks may be removed according to established procedure. Hand sanitizing will take place before and after lunch. Surfaces will be cleaned after lunch. Replacement masks will be provided by the school should masks be compromised.

VI. Daily Cleaning Procedures:

A. Prior to the start of each school day:

1. cleaning of all contact surfaces including, but not limited to:

- a) door handles and surfaces
- b) stair railings
- c) locker surfaces
- d) light switches (lights are automatic and do not require contact in the course of the school day)
- e) desktops and tabletops
- f) instructional equipment
- g) computer keyboards
- h) whiteboards and monitor screens and controls
- i) any other surfaces which faculty, staff, or students come into contact with such as technology class materials

B. During each school day:

- 1. door handles and surfaces
- 2. desktops and tabletops as needed, such as lunchtime
- 3. lockers (each class period)
- 4. restroom
 - a) after each use
 - b) regularly throughout the day regardless of known use
- 5. any additional surfaces known to come into contact

C. After each school day the same protocols will be followed as are in effect prior to the start of each day, i.e., all contact surfaces will be cleaned.

D. The Spark Student Council will be asked to make recommendations regarding cleaning procedures and protocols.

- E. It has been suggested that students might help with cleaning procedures. This will be discussed with Student Council, and parents will be asked for input regarding the possibility of students assisting with the cleaning process. One challenge to this suggestion involves having the students come into contact with cleaning supplies such as sprayers and various surfaces.
- F. Cleaning protocols will be assigned to various members of the faculty and staff throughout the day according to a strict schedule. Again, the involvement of students in the cleaning process will require input from parents and students.
- G. Parent volunteers will be welcomed to assist with daily cleaning procedures.

VII. Personal Safety:

- A. masks worn throughout the school day
- B. masks removed when and how we are allowed to
- C. non-sharing of any materials
- D. hand sanitizing on a regular basis or washing when circumstances indicate that extra cleansing is needed. Each day will feature regular hand sanitizing breaks. Hand sanitizer will be provided by the school.
- E. desks spaced out to the extent possible to accommodate 15 students per classroom. Desk spacing is within the state's guidelines and is in a 5 foot range or more. Space between desks allows for what is thought to be safe movement to and from desks. However, students will always enter or leave a classroom one at a time and move to or from their seats only with permission from the classroom teacher. In this manner, we will work to maintain safe distancing.
- F. Dismissal will take place in a manner that allows for:
 - 1. safe spacing in the hallways (hallways will be marked at 6 ft. intervals)
 - 2. safe spacing with respect to lockers
 - 3. safe spacing regarding exit from the building
 - 4. safe spacing as students move to their rides home

VIII. Each person participating will be encouraged to provide feedback with the respect to effectiveness of safety protocols, including an anonymous reporting option. Parents are always invited to provide their thoughts on these protocols.

IX. Upon receiving a report that a program participant is a known or suspected case of COVID-19, the school and college will determine the group of students, faculty, and staff who may have had close contact with the participant. Close contact is defined as being within approximately 6 feet of a known or suspected COVID-19 case for a prolonged period of time, *i.e.*, longer than 10 minutes and would

include persons who shared the same study space for a prolonged period of time even if not at the same time. (The following pertains to MCC students: *This would include, for example, a program participant who came in the afternoon and worked at the same computer set up that the ill participant used in the morning.*) Notice of the COVID-19 case to families will be provided through the school's emergency notification and email. In providing notice, the school will not provide any more information than necessary about the matter and with appropriate respect for individual privacy. Those who are determined to be close contacts will be advised remain home and quarantine for 14 days since the last date of potential exposure and monitor their own health and report any symptoms to the school and their health care provider.

- X. If any of persons who are deemed close contacts report symptoms, they will be instructed to contact their health care provider and to stay home and not participate in program activities on-site until they are free of fever, and any other symptoms for at least 72 hours, without using a fever-reducing or other symptom altering medication (e.g. Tylenol, cough suppressants). A fever is defined as a temperature of 100.4 degrees Fahrenheit (or higher) taken by an oral thermometer.
- XI. Any persons receiving positive diagnoses will need to submit a note from a doctor when they have tested negative and are cleared to return.

As was mentioned at the beginning of this document, the Spark community will work together with input from and respect for all members of our school. Though these procedures are certainly challenging, I believe our community will emerge even stronger as the result of our determination to make this an effective and affirming experience for all of us. We will learn much, grow much, and discover strengths that we might not found were it not for this challenge.

Sincerely,

Denis Mailloux, Director